

Used terms:

- Data administrator: Jaroslava Pechová, Horní 591, Rokytnice nad Jizerou 512 44 Provozovna - Apartmány Centrum, Dolní 340, Rokytnice nad Jizerou 512 44 (hereinafter „Centrum Apartments“)
- Customer: A natural or legal person using the services of the accommodation provider
- Regulation: Regulation of the European Parliament and of the Council (EU) No. 2016/679 from 27th April 2016, general regulation on the protection of personal data

General provisions:

The subject of these terms and conditions is to ensure the processing of personal data acquired within the business activities of Centrum Apartments and also to anchor the obligation to keep thus obtained information confidential to the extent and under the conditions stipulated by these conditions.

Centrum Apartments undertake to process the personal data of customers in compliance with these conditions. These conditions are made in the scope of the rights and obligations arising in the processing of personal data according to the previous paragraph from the respective legal regulations, in particular the regulation of the European Parliament and the Council (EU) No. 2016/679 from 27th April 2016, the general regulation on the protection of personal data (the “**Regulation**”).

Rights, obligations and confidentiality

- a) Centrum Apartments undertake to accept technical, personal and other needed measures to prevent unauthorized or accidental access to personal data, their alteration or loss, unauthorized copy, other unauthorized processing as well as other misuse of personal information.
- b) In connection with the provision of accommodation services, Centrum Apartments are obliged to process personal data of the guests. These data are handled especially by:
- Receptionist of the accommodation facility
 - Manager of the accommodation facility
 - Accountant
 - Staff in the shop, ski service and rental
 - Marketing consultant

c) The above-listed users have been instructed about the sensitivity of personal data. They handle personal data of the guests exclusively within the services provided by Centrum Apartments. Centrum Apartments and its employees do not share personal data of the guests with other subjects. Other processors of personal data are:

- Booking.com reservation system
- Previo reservation system
- Accounting company
- PPC marketing company
- The conditions of processing and handling of personal information of the guests are specified in the processing agreement between Centrum Apartments and the respective processor.

Commissioner

The administrator did not appoint a commissioner for personal data protection.

Information about customers

- a) Centrum Apartments have the legal obligation to keep certain personal data about the guests, in particular the name, surname, date of birth, address and period of stay, number and type of ID, visa (of needed), purpose of stay. This obligation is governed by the Act on the Residence of Foreign Nationals in the Czech Republic (326/1999) and the Act on Local Fees (565/1990). According to these legal regulations, Centrum Apartments are required to keep the personal data about customers for 6 years.
- b) At any time, the customer has the right to ask Centrum Apartments for an overview of his/her personal data. This information is stored on (i) the guest's card, (ii) in the reservation system, (iii) in the house register, and (iv) on the book-keeping files that are stored in a printed form. In the case of a request for deletion of personal data, Centrum Apartments will delete the guest's card and shred the pages of the house register and book-keeping records. However, Centrum Apartments must comply with the above-listed legislation. Therefore, personal details specified above can be deleted only after the expiry of the legal deadline.

Technical and organizational securing of personal data protection

- a) Centrum Apartments undertake to secure protection of processed personal data to prevent any unauthorized or accidental access to data, their alteration, destruction or loss, unauthorized copying, other unauthorized processing, as well as other misuse, and to make sure that all obligations of the personal data administrator, arising from the legislation, in particular from the Regulation, are personally and organizationally secured for the whole time of the processing period.
- b) Centrum Apartments undertake to secure the processing of personal data especially in the following way:
- personal data will only be accessible to authorized persons of Centrum Apartments, for whom Centrum Apartments set the conditions and extent of processing of data, and each such person will access personal data under his/her unique identifier;
 - personal data will be processed in the premises of Centrum Apartments, accessible only to authorized persons or its suppliers (subcontractors) who are bound by the same obligations;
 - unauthorized reading, creating, copying, transmission or deletion of data containing personal data will be prevented;
 - measures will be taken to identify and verify to whom personal data were handed over, by whom they were processed, altered or deleted.
- c) Centrum Apartments undertake, by means of their own internal regulations, or through special contractual arrangements, to secure that its employees and other persons who process personal data will do so only under conditions and to the extent determined by Centrum Apartments, in compliance with the instructions of Centrum Apartments. In particular, Centrum Apartments will maintain confidentiality (and impose such obligation to the persons mentioned above) about personal information and about security measures, the disclosure of which would jeopardize the protection of personal data, and this also after the termination of the employment, or of the respective work at Centrum Apartments.

Camera systems

For the prevention of securing its customers, their property as well as the property of the accommodation facility, Centrum Apartments use a camera system. Centrum Apartments declare that that recordings are not altered in any way and are not available to third parties or entities.

These conditions are valid from: ^{1st} April 2018
Accommodation provider: Jaroslava Pechová